990-91

National
Endowment
for the Arts

Application
Guidelines
Fiscal Years
1990 and 1991

90/91 Expansion Arts

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Application Calendar

Category	Application Postmark Deadline	Preliminary Notification of Grant Award or Rejection	Earliest Project Beginning Date
Expansion Arts Organizations	Sept. 19, 1989	Sept. 1990	Oct. 1, 1990
Services to the Field	Dec. 1, 1989	Sept. 1990	Oct. 1, 1990
Community Foundation Initiative	December 1, 1989 is the deadline for submission of a Letter of Interest.		
	April 3, 1990	Sept. 1990	Oct. 1, 1990
Special Projects	Contact the Expansion Arts Program at 202/682-5443		
Rural Arts Initiative	October 3, 1989 is the deadline for submission of a Letter of Interest.		
	April 3, 1990	Sept. 1990	Oct. 1, 1990
Expansion Arts/Inter-Arts Organizational Development Pilot	November 1, 1989 is the deadline for submission of a Letter of Intent; see also page 5.		
	Dec. 1, 1989	June 1990	July 1, 1990

Late applications will be rejected. Incomplete applications are unlikely to be funded. Applications are considered incomplete without the Supplementary Information Sheet and all other required materials. Incomplete applications may be rejected.

The Expansion Arts Program can be reached at:

Expansion Arts Program, Room 711
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5443

NOTE: Expansion arts organizations are eligible to apply to the **Advancement Program** for Fiscal Year 1990 (August 1, 1989 deadline for submitting a "Notice of Intent to Apply" card and September 1, 1989 application deadline). This is a change from the previously announced timetable. See "Other Programs of Interest/Advancement" on page 19.

Preface

The National Endowment for the Arts, an independent agency of the Federal Government, was created in 1965 to encourage and assist the nation's cultural resources. The Endowment is advised by the National Council on the Arts, a presidentially appointed body composed of the Chairman of the Endowment and 26 distinguished private citizens who are widely recognized for their expertise or interest in the arts. The Council advises the Endowment on policies, procedures, and programs, in addition to making recommendations on grant applications.

Statement of Mission National Endowment for the Arts

Preamble

Throughout the ages, man has striven to go beyond the limits of the immediate physical world to create that which was not there before and thus nourish the human spirit. Our first record of man's perception of the world around him was through art scratched on cave walls, carved in stone, or modeled in clay. Man's need to make, experience, and comprehend art is as profound as his need to speak. It is through art that we can understand ourselves and our potential. And it is through art that we will be understood and remembered by those who will come after us.

This nation's governance is based on our people's commitment to freedom of imagination, thought, and expression. Our many aesthetic and cultural traditions are precious to us—for the rich variety of their beauty and as a symbol of the diverse nature of the United States.

Primary support for the arts has always come directly from the people of this nation: artists in localities all across the country who create and sustain the arts and contributors who support the arts out of conviction and as a matter of civic and regional pride.

It was in this context that the National Foundation on the Arts and the Humanities Act was enacted in 1965. The Congress found that "the encouragement and support of national progress and scholarship in the humanities and the arts, while primarily a matter of private and local initiative, is also an appropriate matter of concern to the Federal Government . . ."

The Congress also found that "while no government can call a great artist or scholar into existence, it is necessary and appropriate for the Federal Government to help create and sustain not only a climate encouraging freedom of thought, imagination, and inquiry, but also the material conditions facilitating the release of this creative talent . . ."

Mission

The mission of the National Endowment for the Arts is:

- To foster the excellence, diversity, and vitality of the arts in the United States and
- To help broaden the availability and appreciation of such excellence, diversity, and vitality.

In implementing its mission the Endowment must exercise care to preserve and improve the environment in which the arts have flourished. It must not, under any circumstances, impose a single aesthetic standard or attempt to direct artistic content.

Implementation

Who: The Endowment assists individual artists: those who act on behalf of artists or audiences; organizations whose primary intention is artistic or educational; and state and local arts agencies. Demonstrated or potential excellence and capacity to conceive, develop, or present a work of art are primary criteria.

Statement of Mission
National Endowment for the Arts, continued

What: Endowment activities:

- Demonstrate national recognition of the importance of artistic excellence.
- Provide opportunities for artists to develop their talents.
- Assist in the creation, production, presentation/exhibition of innovative and diverse work that has potential to affect the art form and directly or indirectly result over time in new art of permanent value.
- Assure preservation of our cultural heritage.
- Increase the performance, exhibition, and transmission of art to all people throughout the nation.
- Deepen understanding and appreciation of the arts among all people nationwide.
- Encourage serious and meaningful art programs as part of basic education.
- Stimulate increasing levels of nonfederal support of the arts.
- Improve the institutional capacity of the best of our arts organizations to develop, produce, present, and exhibit bold and varied fare.
- Provide information about the arts, their artistic and financial health, and the state of their audiences.

How: The Endowment, in conjunction with private and public partners, carries out its mission through grants programs and a wide range of leadership and advocacy activities. The Endowment also serves as a national forum to assist in the exchange of ideas and as a catalyst to promote the best developments in the arts and education about them. The Endowment's grants programs include individual, project, and longer term institutional support.

Endowment decision-making is guided by peer panel review and the National Council on the Arts and by additional advice from the artistic fields and their public and private supporters. The Endowment works closely with its public partners (the state and local arts agencies) to reflect regional, state, and local perspectives and assist cooperation in implementation of government arts support programs. The Endowment's programs are aimed at benefiting all people of this nation regardless of sex, race, creed, national origin, handicap, age, or habitat.

Information about the Endowment and its programs is contained in Guide to the National Endowment for the Arts, which is available from:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Visually or learning impaired people may obtain assistance in acquiring a cassette recording of these or any other Endowment Program's guidelines and the Guide to the National Endowment for the Arts by writing or calling:

Office for Special Constituencies, Room 605
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5532
202/682-5496 Voice/TDD

Please specify which publication (e.g., the Guide to the National Endowment for the Arts or a specific Program's current guidelines) you wish to have recorded.

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Introduction

Program Definition

The Expansion Arts Program provides assistance to arts organizations of high artistic quality that relate primarily to culturally diverse, inner city, rural, or tribal communities. It does this by providing support in four categories:

(1) Expansion Arts Organizations: Professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of culturally diverse, inner city, rural, or tribal communities. Culturally diverse means groups such as African-Americans, Latin-Americans, Asian-Americans, Native Americans, or other defined ethnic groups. Inner city organizations are those that are located in an urban setting whose primary mission is to serve low-income communities which are not defined by any particular culturally diverse group. By rural is meant areas of sparse population whose communities are geographically and culturally isolated and generally of low economic status; priority is given to organizations concerned with art that is indigenous to the area.

Organizations that fit these criteria are referred to in these guidelines as "expansion arts organizations." These characteristics distinguish expansion arts organizations from mainstream institutions that offer outreach programs to the communities described as an aspect of their overall activities.

Only organizations employing professional artists producing work of a professional standard or offering advanced training in one or more arts disciplines which is directing gifted individuals to careers in the arts will be considered in this category.

Expansion arts organizations are eligible for support of the following:

- Creating, producing, and presenting work reflective artistically of the culture of a community.
- Providing access to quality art of all types to one of the above communities, whether through production, presentation, or exhibition.
- Providing professional training in one of the above communities for talented persons aspiring to be professional artists.

(2) Services to the Field: Organizations of regional or national scope whose primary function is to offer quality technical assistance or services to expansion arts organizations and artists.

(3) Community Foundation Initiative: A collaborative effort with local community foundations designed to secure private money on a permanent basis for small and medium-sized arts organizations. Grants may be renewed for up to three additional years and must be matched on a 2:1 basis with the match deposited in an endowment. The grants from the Expansion Arts Program must be used to subgrant to small and emerging arts groups and artists, with an emphasis on expansion arts organizations. A major feature of the Community Foundation Initiative is that it seeks to build a working relationship between local public and private funding by requiring that guidelines and panels be developed in concert with the relevant local or state arts agency.

Community foundations interested in applying must submit Letters of Interest to the Expansion Arts Program. After an Expansion Arts advisory panel reviews the Letters of Interest and accompanying support materials, the Program will invite applications under this initiative.

(Continued on next page)

Program Definition, continued

(4) Special Projects: Initiatives which encourage special programs of benefit to the field. (Organizations interested in applying must contact the Expansion Arts Program.)

- The Expansion Arts Program's Special Project called the Rural Arts Initiative involves collaboration with a few state arts agencies for the organizational strengthening of selected rural arts organizations. Grants of up to $40,000 per year for not more than three years will be available to a limited number of state arts agencies for regranting to approximately three to six rural arts organizations within their areas. These funds must be matched on a 1:1 basis by the state arts agency prior to being regranted. The participating rural arts organizations must be emerging rural arts organizations that are consistent with the definition of rural outlined above. The Program assumes the participating rural arts organizations will have accomplished a measure of artistic achievement and continuity, but may have their organizational developement impaired by factors such as a lack of professional staff.

- The Expansion Arts and Inter-Arts Program have jointly initiated the Organizational Development Pilot, a three-year pilot effort designed to address the core institutional needs of a few multidisciplinary arts presenting organizations deeply rooted in and reflective of African-American, Latin-American, Asian-American, or Native American communities. For further information, contact the Expansion Arts Program (202/682-5443) or the Inter-Arts Program (202/682-5444).

Important Information

Please look through these guidelines carefully for the funding category best suited to your needs. Be sure to note the eligibility requirements and application postmark deadline date. Late applications will be rejected. An organization may submit only one application to the Expansion Arts Program per fiscal year.

Those who have decided to apply for a grant should consult the general instructions on how to apply on pages 24–25. The instructions tell what materials must be submitted as part of each application package. All required supporting materials must be sent with each application package, whether or not similar materials have been submitted with previous applications. Incomplete application packages may be rejected.

Be sure to read pages 26–28, "Instructions for Completing Organization Grant Application Form NEA–3 (Rev.)."

If you have any questions, please write or phone the Program at:

Expansion Arts Program, Room 711
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5443

Scope of Projects

Although the Endowment welcomes new projects, it is equally concerned with strengthening existing programs and improving artistic quality. Do not plan new activities that are beyond your means or that can be sustained only with continued Endowment support. However, because expansion arts organizations are multifaceted, applicants may request support for more than one project as long as such projects are consistent with Expansion Arts guidelines. Applicants should be careful not to request support from other Arts Endowment programs for the same expenses.

(Continued on next page)

Important Information, continued

Grant Amounts

Budgets should present the genuine financial requirements of the organization to carry out the proposed project. With the exception of the Community Foundation and Rural Arts Initiatives, requests to the Expansion Arts Program have two limiting factors:

1. Federal funds may not exceed 50% of the total project costs. All budget figures on the application, with the exception of Section IX, should refer to project costs only.

2. Grant amounts generally will not exceed 20% of an organization's total fiscal activity for the most recently completed fiscal year. In this regard please give particular attention to Section IX of the application from. Any in-kind matching used toward Endowment grants will be carefully reviewed by the Expansion Arts Advisory Panel and must be carefully documented in line with Federal recordkeeping requirements.

Matching Funds

A grant may be used to pay no more than half the cost of any project. Each grantee must match the funds on at least a dollar-for-dollar basis. The required matching funds should come from cash contributions, earned income, or other grants. Except for the Community Foundation and Rural Arts Inititatives, in-kind contributions (such as donated space, supplies, and services) may be used as part of the match. Applicants are urged to seek support from private sources as well as from their state and local governments.

Access

Because the achievement of access for disabled people, as directed by Federal law, frequently requires long-range planning and budgeting, the Endowment encourages applicants to consider access issues in early planning stages of programs and services. Costs of program accomodations for people with various disabilities (e.g., sign language interpreters, hearing amplification systems, cassette recordings of printed materials or large print labeling) are generally eligible project costs. For more information see "Office for Special Constituencies" on page 19.

Application Review

The Expansion Arts Program staff schedules site visits for as many applicants as possible. Then an Expansion Arts Advisory Panel, a rotating group of experts from the field, reviews the application materials and site visit reports and makes grant recommendations.

Following panel review, the National Council on the Arts makes recommendations to the Chairman of the National Endowment for the Arts for final decision. Applicants are then notified of the decision.

Information regarding action taken on applications cannot be made public until after the panelists and the Council have made their recommendations and the Chairman has reached a decision. Applicants will be notified of the action on their requests according to the Application Calendar on the inside front cover of these guidelines.

All inquiries about grant and application procedures should be directed to the Expansion Arts Program.

Site Visits

The Expansion Arts Program schedules site visits for as many applicants as possible. Information gathered during site visits will be available to advisory panelists as one of a number of items to be considered in the review of applications.

In order to facilitate the scheduling of on-site evaluations, applicants should include a completed Site Visit Card (found on the back cover of these guidelines) in their application packages. If scheduled for an on-site, the applicant will be contacted by the Program. Applicants should arrange for the site visitor to see performances, classes, workshops, exhibitions, or other major activities that are relevant to the application. The site visitor will also review pertinent fiscal and program records. If these records are handled by a fiscal agent, that agent should be available to meet with the site visitor. The site visitor may also ask to meet with a representative of the organization's board. NOTE: The site visitor is visiting the organization as an observer of the program, not as a consultant to provide technical assistance.

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Final Reports

At the end of the grant period, the Endowment requires acceptable Final Report packages from all grantees. If you receive a grant, complete instructions on final reporting will accompany the grant letter. Important points to remember are:

- The Final Descriptive Report and Financial Status Report are due within 90 days after the grant ending date. Failure to submit Final Reports will result in rejection.
- Forms for the Final Descriptive Report and the Financial Status Report will accompany the grant award letter. Please note that the budget information requested on the Final Descriptive Report does not replace the Financial Status Report. Both completed forms must be submitted.

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the February 1988 or any prior meeting of the National Council on the Arts are ineligible for subsequent funding from the Endowment Program (any category) where the delinquent Final Report was due. (NOTE: Grants awarded prior to FY 1984—grant letters dated on or before September 30, 1983—are not covered by this policy.)

Grantees who fail to submit acceptable Final Report packages on Endowment grants reviewed/recommended at the May 1988 or any subsequent meeting of the National Council on the Arts are ineligible for subsequent funding from any Endowment Program.

Any Final Reports not previously submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Do not include Final Reports as part of your new application package.

Acknowledgment of Endowment Support

Organizations receiving support are encouraged to acknowledge the National Endowment for the Arts in all published materials and announcements regarding the project.

Categories of Funding

Expansion Arts Organizations

Applicants may apply under one category only in this guideline booklet.

This category supports projects of professionally directed arts organizations which are deeply rooted in and reflective of culturally diverse, inner city, rural, or tribal communities. Culturally diverse means groups such as African-Americans, Latin-Americans, Asian-Americans, Native Americans, or other defined ethnic groups. Only organizations that have ongoing programming which consistently demonstrates artistic excellence will be considered. As part of the application, applicants must provide a specific description of the art and artists they work with and the community they serve. In determining eligibility, the Expansion Arts Program will review the applicant's board, staff, and participants as tests of its ongoing relationship with one of the communities specified above. (See the Expansion Arts Supplementary Information Sheet on page 33 for details.)

The Expansion Arts Program encourages, for the purposes set out in the Program Definition, original and promising works of art; performances of the classic repertoire of a particular culture; exhibitions of new artists or of important artists within a community: and provision of access to quality art of all types. It fosters stability of the organizations within its purview by helping them maintain a stable core of professional artists and administrative personnel. The Endowment hopes that additional private and public support will join with the Federal support in these areas.

The Expansion Arts Program also promotes the career development of artists from culturally diverse, inner city, rural, or tribal communities through support of professional training of serious and talented individuals. Such training may include sequential pre-professional curricula for gifted youth or career entry professional training for emerging artists. Applicants for such training must show clear evidence of advanced course offerings, as well as placement of graduates. Classes and workshops for general arts exposure or arts appreciation will not be supported.

The Expansion Arts Program is especially interested in encouraging applications from rural arts organizations that are designed to offer the arts to low income, isolated populations. Projects should emphasize the indigenous artists of the applicant's community.

Some assistance is available to those professional arts organizations whose artists are of special populations such as the handicapped or older people, or to arts-producing organizations whose work is aimed primarily at such audiences. These organizations should contact the Expansion Arts Program to determine eligibility before applying.

All Expansion Arts Organizations applicants should specify which of the sub-categories outlined below describes their project. Applicants will be asked to indicate this on the application form. Select only one sub-category.

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Expansion arts organizations whose eligible arts activities are primarily within a given discipline should, as described below, apply within that discipline. Expansion Arts Program staff may reassign applications to Expansion Arts panels other than those designated by the applicant.

- **Performing Arts**

  Dance
  Theater
  Music

  This sub-category supports projects of expansion arts organizations working in Dance, Theater, or Music. These arts organizations develop art forms expressive of the culture of their community; make the arts of all kinds available to their community through productions or presentations; and/or provide training aimed at developing professional skills. If your organization works in more than one of the performing arts disciplines or combines the performing arts disciplines with other disciplines, see "Multidisciplinary" below. (Important: See "Special Requirements" on pages 11–12.)

- **Visual, Media, or Design Arts**

  Visual Arts
  Media Arts (film, video, television)
  Design Arts
  Combination

  This sub-category supports projects of expansion arts organizations working in one or more of the disciplines listed above. These arts organizations develop art forms expressive of the culture of their community; make the arts of all kinds available to their community through exhibitions and related activities; and/or provide training aimed at developing professional skills. Exhibitions of such organizations should include those that advance the careers of emerging professional artists from the community or offer wider visibility for major artists of importance to the community. (Important: See "Special Requirements" on pages 11–12.)

  Expansion arts organizations applying under the Media Arts sub-category may request support for professional training workshops or for ongoing series of media presentations. The Expansion Arts Program generally does not provide support for productions. In reviewing applications for training in media, the Expansion Arts Program is concerned with the development of media artists. Applications and accompanying support for such training should describe how these artists would be developed. Organizations interested in requesting support for film/video or radio productions should contact the Endowment's Media Arts Program. Organizations requesting support for film/video presentations or training programs should see "Special Requirements" on pages 11–12.

- **Literary Arts**

  This sub-category supports projects of expansion arts organizations working with creative writers and creative writing. These arts organizations provide opportunities for writers whose work is expressive of the culture of their community; make literature of all kinds available to their community through performances and presentations; and/or provide training aimed at developing professional creative writers.

- **Multidisciplinary**

  This sub-category supports projects of expansion arts organizations that work in more than one of the performing arts disciplines (e.g., Dance and Theater) or in a combination of the above areas; for example, performing arts/visual arts programs, literary arts/performing arts programs, etcetera. (Important: See "Special Requirements" on pages 11–12.)

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Expansion Arts Organizations, continued

Eligibility

Organizations **must**:

- Meet the legal requirements on page 21.
- Reflect the focus of the Expansion Arts Program as outlined in the Program Definition on page 4.
- Be arts organizations.
- Employ professional artists.
- Have been in existence for at least three years.
- Have conducted arts programs for a minimum of nine months of the year.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 7 for important information.

NOTE: Many Expansion Arts grantees have a project ending date of September 30, 1989, or later; although Final Reports for such projects are not due at the time of application, they are due within 90 days of the project ending date.

We Fund

Projects of expansion arts organizations for any one or combination of the following:

- The creation, exhibition, and presentation of art that reflects the culturally diverse, inner city, rural, or tribal communities of the United States.
- Professionally directed performances or exhibitions designed to provide access to quality art of all types to a community which does not usually have such access.
- Professionally led training programs and performances aimed at developing professional skills.
- Residencies of up to one year by visiting professional artists to enhance productions, presentations, or classes of organizations which have an ongoing program.
- Projects related to organizational development and stability such as partial salaries (no more than 50%) of administrative personnel.
- Projects such as marketing, promotion, and documentation, which would assist the organization in stabilizing and attracting new or broader audiences.

NOTE: While Expansion Arts generally does not support local arts agencies, cultural facilities operated by such agencies are reviewed as expansion arts organizations if they meet the "Program Definition" outlined on page 4. The budget for such applications should reflect that of the cultural facility and not of the total arts agency.

We Do Not Fund

- Social service agency programs.
- Degree-granting public and private schools and in-school programs.
- Training, workshops, and classes for general arts exposure and arts appreciation.
- Radio and television productions (see "Other Programs of Interest/Other Endowment Programs" on page 20).
- Festivals (except as elements of ongoing artistic activity).
- Summer theater.
- Competitions or pageants.
- Outreach or education projects of mainstream institutions.
- Children's museums.
- Capital construction.
- Conferences.
- Colleges and universities.
- Local arts agencies (except those operating a facility consistent with Expansion Arts guidelines).

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Review Criteria

In reviewing application materials and site visit reports, advisory panelists consider the following:

- Artistic quality of the program.
- Quality of involvement with and services to culturally diverse, inner city, rural, or tribal communities, including board membership, staffing, and the audience or participants.
- Involvement of professional artists from the community.
- Experience and competence of the artists involved.
- Reasonable payment of artists.
- For training projects, evidence of advanced training in the arts.
- Organizational stability.
- Ability to carry out the project for which funds are being requested.
- Ability to match funds.
- Completeness of the application package.

Grant Amounts and Matching Funds

Generally the minimum grant amount is $5,000 and the maximum is $50,000. Grants generally will not exceed 20% of an organization's total fiscal activity for the most recently completed fiscal year as shown in Section IX of the application form. Grants must be matched on at least a one-to-one basis.

NOTE: Do not submit an application for the same expenses to the Expansion Arts Program and another Endowment Program.

Deadline and Announcement Dates

Application packages must be postmarked no later than September 19, 1989. Do not expect preliminary notification from the Endowment before September 1990. Do not plan to begin projects before October 1, 1990.

Late applications will be rejected. Incomplete applications may be rejected.

Special Requirements

Applicants must include in their application packages the material specified in "How to Apply" on pages 24–25 and the material specified below.

1. **Performing Arts:** Organizations are encouraged to submit videotapes and/or audiotapes indicative of their work if available. Applicants submitting videotapes should contact the Expansion Arts Program (202/682-5443) before sending an application package. (See "Instructions for Submitting Sample Work" on page 12.)

2. **Visual Arts:**

   - Organizations requesting support for exhibitions must submit at least ten slides representative of exhibitions held during the previous year.

   - Organizations requesting support for training programs must submit at least ten slides, five of instructors' work and five of students' work.

   See "Instructions for Submitting Sample Work" on page 12. NOTE: While one or more slides that show the exhibition space may be helpful, applicants are encouraged to concentrate on works of art relevant to the application.

3. **Media Arts:**

   - Organizations applying for support of film and video workshops must submit:

     —A recent sample of ½" or ¾" videotape produced by the principal instructor(s) and recent students of the proposed workshop. The tape(s) should be a maximum of fifteen minutes in length. If the tapes submitted are the result of both student and faculty work, applicants must specify the nature of student participation. (See "Instructions for Submitting Sample Work" on page 12.)

     —A course listing which describes the advanced training of potential media artists. NOTE: The Expansion Arts Program is concerned with the development of media artists. The Program encourages submission of creative works.

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Expansion Arts Organizations, Special Requirements, continued

- Organizations applying for support of film/video series must list films and videotapes to be shown and equipment to be used during the grant period. Films and videotapes should have a cultural reference to the community.

For support of film or video productions, organizations should apply to the Endowment's Media Arts Program, Room 720, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506 (202/682-5452).

4. **Multidisciplinary:**

- Organizations requesting support of visual arts activities must submit at least ten slides indicating the quality of exhibitions or, if the application is for instructional programs, of faculty and student work.

  See "Instructions for Submitting Sample Work" below. NOTE: While one or more slides that show the exhibition space may be helpful, applicants are encouraged to concentrate on works of art relevant to the application.

- Organizations requesting support of performing arts activities are encouraged to submit videotapes indicative of their work if available. Applicants submitting videotapes should contact the Expansion Arts Program (202/682-5443) before sending an application package. (See "Instructions for Submitting Sample Work" below.)

Instructions for Submitting Sample Work

Videotapes:

- All videotapes must be marked as follows:

  —Name of applicant.
  —Name of artists.
  —Title of work.
  —Date work was completed.
  —Running time.
  —Brief description of work.

- Videotapes must be either ½" or ¾" cassette. One inch or two inch videotapes cannot be reviewed by the panel. All sample work will be returned after the panel has reviewed it. The Endowment cannot be responsible for any damage or loss.

Slides:

- Submit slides in 9" x 11" clear plastic file sheets, not in Carousels. All slides should be 35mm size in 2" x 2" mounts for Carousel projection. Do not submit glass slides.

- Label each slide as follows:

  —A number.
  —Name of applicant.
  —Title of work.
  —Name of artist.
  —Whether it is student or instructor work.

- Provide an index and description of the slides keyed to the numbers of the slides. This information should be typed on 8½" x 11" pages, should not exceed one page per slide sheet, and should provide for each slide the name of the artist, the title and date of the exhibition (if applicable), and the dimensions and medium of the work. The information may also contain brief explanatory statements about the work or programming documented so that the panel may quickly understand what is being presented.

Services to the Field

This category aids organizations of regional or national scope whose primary function is to offer technical assistance and services to expansion arts organizations and artists. There will be very few grants awarded in this category. Only organizations of exceptional quality with an established national or regional orientation and ongoing working relationships with expansion arts organizations should apply.

Eligibility

Applicants in this category must:

- Meet the legal requirements on page 21.
- Have as their primary function service to expansion arts organizations and artists.
- Have an established regional or national service program which has been functioning for at least two years.
- Employ professional administrators.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 7 for important information.

NOTE: Many Expansion Arts grantees have a project ending date of September 30, 1989, or later; although Final Reports for such projects are not due at the time of application, they are due within 90 days of the project ending date.

We Fund

In this category, we fund regional or national service activities such as:

- Technical assistance.
- Workshops and projects leading to economic development of artists and arts organizations.
- Marketing.
- Loans of equipment.
- Preparation of arts directories.
- Newsletters.

We Do Not Fund

In this category, we generally do not fund:

- Subgranting.
- Local, state, or regional arts agencies.
- Conferences.

Review Criteria

In reviewing application materials and site visit reports, advisory panelists consider the following:

- Relationship to culturally diverse, inner city, rural, or tribal artists and arts organizations.
- Quality of services provided.
- Experience and competence of staff.
- Organizational stability and fiscal responsibility.
- Merit of the project and the applicant's ability to carry it out.
- Ability to match funds.
- Completeness of the application package.

Grant Amounts and Matching Funds

Grants generally range from $5,000 to $50,000. Grants must be matched on at least a dollar-for-dollar basis and generally will not exceed 20% of an organization's total fiscal activity for the most recently completed fiscal year as shown in Section IX of the application form.

Deadline and Announcement Dates

Application packages must be postmarked no later than December 1, 1989. Do not expect preliminary notification from the Endowment before September 1990. Do not plan to begin projects before October 1, 1990.

Late applications will be rejected. Incomplete applications may be rejected.

Applicants must send the materials specified in "How to Apply" on pages 24–25.

Community Foundation Initiative

The purpose of the Community Foundation Initiative is to stimulate the development of endowed restricted funds within community foundations for the support of small and medium-sized arts organizations. For this program a community foundation will be defined as a public charity which is a union of many gifts, estates, or parts of estates serving multiple areas of interest for the benefit of a particular community. The Initiative's purpose will be accomplished by the community foundation's raising contributions from new or increased private donations.

By so doing, it is expected that the Initiative will:

- Enhance the artistic quality and financial stability of small and medium-sized arts organizations by increasing their support from the private sector.
- Establish liaison among community foundations, local and state arts agencies, and other private philanthropists.

Matching grants to community foundations are made for up to four years with submission of a yearly application, subject to the availability of appropriations. Grants will not be renewed after completion of the four-year term. The community foundations must match the grant with at least a two-to-one match in new and increased private funds. All matching money must be assigned to an endowed restricted fund (see "Application Deadline Date" on page 15), the future income of which must be used to support small and medium-sized arts groups with emphasis on expansion arts organizations. The applicant community foundation is required to work with the appropriate local or state arts agency in developing this program.

Eligibility

Applicants must:

- Meet the legal requirements on page 21.
- Be a community foundation with public charity status as defined above.
- Have an endowment or be working actively towards building one.
- Have a giving program which addresses a broad range of community needs.
- Have been in existence for at least two years and have full-time staff.

Former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 7 for important information.

We Fund

- Subgrant programs of community foundations.

Review Criteria

In reviewing application materials and site visit reports, advisory panelists consider the following:

- Capacity to develop an application process to review applications from artists and arts organizations.
- Indication of the impact on the local arts community.
- Evidence of coordination with artists and arts organizations in the community.
- Ability to build a permanent endowment for the support of small and medium-sized arts organizations, including at least a 2:1 match of new private dollars.
- Commitment to raise the match for the term of the grant.
- Assurances of the inclusion of the Expansion Arts field on the subgrant review panel(s) and as applicants to the subgrant program.
- Evidence of coordination of the effort with the appropriate local and/or state arts agency.
- Indication of creative plans to develop the endowment and increase its earnings during and beyond the grant period.
- Plans to maintain the distribution of funds at least at the level of the National Endowment for the Arts grant after the final year of funding.

(Continued on next page)

Review Criteria, continued

NOTE: The Expansion Arts Program does not want funds from the Community Foundation Initiative substituted for previous funding from the discretionary budget of the community foundation. The Program will consider the commitment of the community foundation to maintain its previous level of support of the arts from its discretionary funds.

Grant Amounts

The Arts Endowment funds for the subgrant program generally will range from $25,000 to $75,000 per year for up to four years.

Matching Funds

Grants for the subgrant program require a match of at least 2:1 per year. These matching funds must represent new and increased private dollars and must be deposited in a restricted fund for small and medium-sized arts organizations. The grant funds from the National Endowment for the Arts will be released when the full yearly match has been met and documented and the community foundation is prepared to award the subgrants.

While long-term donations such as life insurance and bequests may be contributed to the fund and certainly are encouraged to add to the growth of the endowment, the match for the Arts Endowment's grants must be in cash, cash equities, bonds, or commercial paper. Other similar instruments must be approved by the National Endowment for the Arts.

Letter of Interest Deadline Date and Requirements

Community foundations interested in applying must send a Letter of Interest and required supporting materials by December 1, 1989 to:

Expansion Arts Program, Room 711
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

The Letter of Interest must indicate the amount requested, the degree of impact the grant would have on the community, the timeliness of such a grant, and the possibilities of the development of the fund. In addition, the community foundation must submit a letter of support from the appropriate local and/or state arts agency, a copy of the foundation's most recent annual report, and, if available, a list of the arts organizations within the area of purview of the community foundation.

Application Deadline Date

After Expansion Arts advisory panelists review these Letters of Interest and supporting materials, those community foundations which will be invited to apply will be provided information regarding materials to be submitted by the April 3, 1990 application postmark deadline. The timetable for application review and on-site evaluation will also be provided at this time. NOTE: Applicants will be required to submit a copy of the document (at least in draft form) creating the fund, demonstrating that the fund is restricted to the support of small and medium-sized organizations and artists, including culturally diverse, rural, and low-income groups. A copy of the final document will be required at a time to be determined by the Expansion Arts Program.

Special Projects

This category supports broadly based initiatives of benefit to the Expansion Arts field and to community arts generally. Only projects for which funding is not available through other Expansion Arts categories will be considered. Interested organizations must contact the Expansion Arts Program (202/682-5443) before applying.

To be eligible, organizations must meet the legal requirements on page 21. (Individuals are not eligible.) In addition, former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package. See also "Final Reports" on page 7 for important information.

Rural Arts Initiative

Rural America remains a vital but often neglected part of American culture. As diverse from state to state and region to region as are American cities, rural areas are the home of cultural expressions that are among the most uniquely American artforms. Unfortunately, resources for the development of arts organizations in rural areas are limited. Many rural areas are poor and few enjoy strong philanthrophic bases. The tax base of most rural areas is quite low, which limits the capacity of local public funding for the arts. Unlike most cities, there are few under-used buildings, industrial or commercial, in rural areas that are available for conversion to arts facilities. Also, rural communities lack concentrated communities of artists and audiences.

Nonetheless, several exemplary rural arts organizations have developed in the last two decades, and experts in the field have noted that there are numerous emerging rural arts organizations that have institutional potential. Because of this potential and because many State Arts Agencies have indicated that rural arts development is of the greatest urgency, the Expansion Arts Program is undertaking a program of collaboration with a few state arts agencies (SAAs) for the organizational strengthening of selected rural arts organizations. While the Rural Arts Initiative (RAI) is not intended to be the solution to all the problems of rural arts development, it does hope to change the state of a small but significant number of rural arts organizations.

Use of Grant Funds and Matching Requirements

State Arts Agencies

Grants of up to $40,000 per year for not more than three years will be available to a limited number of state arts agencies for regranting to approximately three to six rural arts organizations within their areas. These funds must be matched on a dollar-for-dollar basis by the SAA prior to being granted. Further matching funds from other sources, public and private, are encouraged but not required.

Combined Expansion Arts and SAA matching funds must be regranted to emerging rural arts organizations that are consistent with the definition of rural in the Expansion Arts Program guidelines (see "Eligibility: Participating Rural Arts Organizations" below). Neither RAI nor matching funds may be used by the SAAs for administrative purposes. Participating rural arts organizations must be selected through competitive procedures including panel review. Guidelines for participating organizations at the state level will be drafted by the SAAs and reviewed by the Expansion Arts Program.

Participating Rural Arts Organizations

Rural arts organizations participating in the RAI may use the regrant funds for any purpose that improves organizational stability and development. Such purposes may be administration, development, marketing, and/or enhancement of the artistic capability of the organization. It is assumed that any participating organization will receive three years of funding through this Initiative and that its normal access to state funds will not be diminished because of participation in the RAI. Matching requirements for the participating rural arts organizations will be determined state-by-state.

Renewals: Second and third year funding for both participating rural arts organizations and SAAs will depend upon demonstrated progress during the previous year's program.

(Continued on next page)

Rural Arts Initiative, continued

Eligibility

State Arts Agencies

Official state arts agencies operating under a state plan approved by the Endowment are eligible to submit Letters of Interest.

Reminder: State Arts Agencies must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Any reports not yet submitted must be mailed immediately to the Endowment's Grants Office/Final Reports Section. Do not include Final Reports as part of your new application package.

Participating Rural Arts Organizations

Participating rural arts organizations must be consistent with the definition of an expansion arts organization. That is, "professionally directed arts organizations of high artistic quality which are deeply rooted in and reflective of the culture of a . . . rural . . . community." By "rural" is meant communities of sparse population that are geographically and culturally isolated and generally of low economic status; priority is given to organizations concerned with art and artists that serve rural areas. Such art may be any kind, contemporary, classical or folk, as long as it is of a professional standard.

More precise definitions of eligibility are negotiable from state to state, but RAI should be understood to extend only to organizations that are devoted to preservation and development of locally based art, artists, and audiences and the provision of excellent art to people who live in rural areas. The Program assumes the participating rural arts organizations will have accomplished a measure of artistic achievement and continuity, but may have their organizational development impaired by factors such as a lack of professional staff.

Activities undertaken by participating rural arts organizations may include the exhibition, production, presentation, or teaching of arts. In general, Local Arts Agencies (LAAs) may not receive regrant funds. However, arts facilities maintained by LAAs that are consistent with the definition above may be funded.

Tribal Councils in rural areas may receive regrant funds for the organizational development of their arts programming.

Ineligible:

- Organizations that might be physically located in rural areas, but whose mission is not primarily the provision of art to local rural people.
- Regional or national festivals.
- Multi-state or national organizations.
- Large institutions.
- Colleges or universities.
- Rural arts organizations that are now or have been Advancment or Challenge Grant recipients.
- Local arts agencies. (NOTE: Rural arts facilities operated by LAAs may be developed through this Initiative.)
- Summer stock theater or historic theater pageants.

(Continued on next page)

Special Projects/Rural Arts Initiative, continued

Review Criteria

In reviewing application materials and site visit reports, advisory panelists consider the following:

- Potential long-term impact of grant, including the:
  —Artistic quality of the participating rural arts groups.
  —Institutional potential of the participating rural arts groups.
  —Likelihood of participating organizations to sustain higher budget level.
- Capacity and commitment of the SAA to execute the project sucessfully.
- Ability of the SAA to match the RAI grant.
- Completeness of the application package.

Letter of Interest Deadline Date and Requirements

The Program will be able to fund only a limited number of SAAs. Because it would be inappropriate in this instance to generate a large number of applications, SAAs interested in applying must first contact the Expansion Arts Program (202/682-5443). An invitational procedure based on Letters of Interest will be used.

All SAAs qualifying under "Eligibility" on page 17 are eligible to submit a Letter of Interest and supporting materials. The postmark deadline for the SAA's Letter of Interest and support materials is October 3, 1989.

The Letter of Interest must be no more than four pages in length and must include the following:

- A brief description of the situation of rural arts within the state and the timeliness of the Rural Arts Initiative program within that state.
- A general statement of the prospects for organizational development among the rural clientele of the SAA.
- Profiles of the most obvious types of potential participants in the RAI, with the understanding that such descriptions will not imply precommitment to any applicant for a regrant. NOTE: This will be a central consideration in the review of the Letters of Interest.
- The proposed grant amount and the plan of the SAA to match the grant.
- A brief statement describing how the state's RAI project might operate.
- Whether an existing panel will be used or a new one will be created, noting any plan for representation of the Expansion Arts field, including rural communities, on the panels which will be reviewing the RAI applications.
- Plans for technical assistance (i.e., whether the state arts agency will provide technical assistance or whether the participating rural arts organizations may use the grant funds for consulting services).

Materials to be forwarded with the Letter of Interest must include a copy of the SAA's relevant guidelines, the SAA's most recently printed annual report, and a staff listing noting those persons who will be monitoring the RAI and/or providing technical assistance.

Potential applicants must send the Letter of Interest together with required support materials to:

Expansion Arts Program/Rural Arts Initiative (RAI)
National Endowment for the Arts
Nancy Hanks Center, Room 711
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Application Deadline Date

After Expansion Arts advisory panelists and staff review these Letters of Interest and support materials, those SAAs which will be invited to apply will be provided information regarding materials to be submitted by the April 3, 1990 application postmark deadline. The timetable for application review and on-site evaluation will also be provided at this time. These RAI projects may not begin before October 1, 1990.

Other Programs of Interest

If you are interested in contacting any of the programs described below, call the number provided or write:

_____ (Appropriate Program Name)
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Challenge Grants

Challenge III Grants are designed to assist projects with long-term potential to help move the nation forward in achieving excellence in the arts, improved access to the arts, or deeper and broader appreciation of the arts, both directly and through nonfederal mechanisms for the arts. Challenge III grantees must match every Federal dollar with at least three dollars from other sources. Grants are available to institutions (including arts institutions, state and local arts agencies, regional organizations, and other organizations) to undertake new or substantially augmented projects in the areas of artistry, access, appreciation, and support systems for the arts. (202/682-5436)

Advancement

The Advancement Program (202/682-5436) is designed to help organizations of artistic excellence develop specific strategies to eliminate deficiencies in organizational management practice, and to take carefully planned steps toward the achievement of long-range goals. The Program consists of two phases—Phase One: Planning/Technical Assistance and Phase Two: Advancement Grants (generally ranging from $25,000 to $75,000) which must be matched at least three to one. Current plans call for eligibility according to the following timetable:

Fiscal Year 1990: Dance, **Expansion Arts,** Folk Arts, Literature, Media Arts, Opera-Musical Theater, and Visual Arts.
Fiscal Year 1991: Arts in Education, Design Arts, Inter-Arts, Museum, Music, and Theater.

NOTE: Expansion arts organizations are eligible to apply for Fiscal Year 1990: the deadline for submitting a "Notice of Intent to Apply" card is August 1, 1989; the application deadline is September 1, 1989. This is a change from the previously announced schedule.

Office for Special Constituencies

The Office for Special Constituencies assists individuals and organizations in making arts activities accessible to older adults, disabled people, and those in institutions. You may contact the Office (202/682-5532 or 202/682-5496 Voice/TDD) for assistance and materials, including examples of how arts groups make their programs available to special constituencies, and model project guidelines. Copies of The Arts and 504 (a how-to handbook for making the arts accessible to disabled people) may be obtained from the Government Printing Office, Superintendent of Documents, Washington, D.C. 20402, for $3.75 each (specify stock number 036–000–00047–3).

National Endowment Arts Administration Fellows

Individuals with administrative experience in arts organizations (such as literary, visual, media, design, and performing arts groups, museums, foundations, and public arts agencies) may be eligible for three-month Fellowships at the Endowment's offices in Washington, D.C. Participants work as members of the Endowment's staff and attend seminars and meetings with arts leaders. They may be assigned special projects or assist in the daily activities of an Endowment Program or Division. Fellows become acquainted with the Endowment's policies and operations and gain a national overview of arts activities around the country. (202/682-5786)

U.S. Information Agency Arts America Program

Under a Memorandum of Understanding signed in 1978, the discipline panels of the Arts Endowment serve as artistic advisors to the United States Information Agency Arts America Program. In response to requests from U.S. embassies overseas, Arts America develops touring programs which involve a limited number of highly recommended U.S. performing artists. In addition, the USIA may be able to provide some facilitative assistance for companies and individuals who have arranged tours abroad. Send your confirmed overseas touring schedules directly to:

Arts America Program
U.S. Information Agency
301 4th Street, S.W.
Washington, D.C. 20547

Fund for U.S. Artists at International Festivals and Exhibitions

The Rockefeller Foundation, the United States Information Agency, and the Arts Endowment have jointly initiated this fund to support performing artists invited to international festivals abroad and to fund U.S. representation at major international exhibitions of visual art. Individual performers and performing arts groups who have been invited to international festivals and who need additional support to make their performances possible should contact the Office for International Activities (202/682-5562) for further information.

International Exchange Fellowships

Five fellowships for work and study in Japan are awarded each year to American artists in various disciplines. Outstanding practicing artists for whom the opportunity to live and work in Japan for six months would be beneficial must apply through the appropriate discipline program.

A similar exchange opportunity for up to ten artists each year has been established with France. Please contact the discipline program for further information.

Other Endowment Programs

Since the Expansion Arts Program covers many art forms and disciplines, you may want to find out about other Endowment programs in various fields. The Arts in Education, Dance, Design Arts, Folk Arts, Inter-Arts, Literature, Media Arts, Museum, Music, Opera-Musical Theater, Theater, and Visual Arts Programs, and State Programs (for State Arts Agencies) and Local Programs (for Local Arts Agencies) may be of interest.

For a copy of Guide to the National Endowment for the Arts, write or call:

Public Information Office, Room 803
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506
202/682-5400
Telecommunications Device for Deaf People 202/682-5496

Legal Requirements

By law, the National Endowment for the Arts may support only those organizations that:

- Are tax exempt.[1] Organizations qualifying for this status must meet the following criteria:

  (1) No part of net earnings may benefit a private stockholder or individual.

  (2) Donations to the organization must be allowable as a charitable contribution under Section 170(c) of the Internal Revenue Code of 1954, as amended. A copy of the IRS determination letter for tax-exempt status or of the official document identifying the applicant organization as a unit of either state or local government must be submitted with each application.

- Compensate professional personnel, laborers, and mechanics on Arts Endowment supported projects at no less than prevailing minimum compensation as defined by the Secretary of Labor in parts 3, 5, and 505 of Title 29 of the Code of Federal Regulations. A copy of part 505 is available from the Endowment's Grants Office upon request.

- Comply with the Federal requirements specified in "Assurance of Compliance" below.

[1]Generally speaking, in American Samoa, Guam, the Northern Mariana Islands, and the U.S. Virgin Islands, U.S. tax laws have an application similar to that in the United States. However, in the Commonwealth of Puerto Rico, owing to special income exemptions, the application differs. Nevertheless, in all these areas arts organizations should be aware of their need to obtain tax-exempt status in order to qualify for Endowment support. Applications and inquiries concerning this matter may be made to the Internal Revenue Service's Exempt Organizations Office, 31 Hopkins Plaza, Baltimore, Maryland 21201 (301/962-2590).

Assurance of Compliance

By signing the application, the applicant agrees that it will comply with Title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d et seq.), Section 504 of the Rehabilitation Act of 1973 (229 U.S.C. 794), the Age Discrimination Act of 1975 (42 U.S.C. 6101 et seq.), and, where applicable, Title IX of the Education Amendments of 1972 (20 U.S.C. 1681 et seq.) as well as all regulations of the National Endowment for the Arts issued pursuant to these statutes. Title VI, Section 504, and the Age Discrimination Act prohibit discrimination on the basis of race, color, national origin, handicap, or age in any operations or activities of a recipient of Federal financial assistance. Title IX prohibits discrimination on the basis of sex in any education program receiving Federal financial assistance. The Applicant thereby **Gives Assurance** that it immediately will take any measures necessary to comply.

The assurance with regard to the above laws and regulations shall obligate the Applicant for the period during which the Federal financial assistance is extended. There are two exceptions. If any personal property is acquired with Endowment assistance, this assurance shall obligate the Applicant for the period during which it retains ownership or possession of that property. If any real property or structure is improved with Endowment support, this assurance shall obligate the Applicant or any transferee for as long as the property or structure is used for the grant or similar purposes.

(Continued on next page)

22 **Assurance of Compliance, continued**

In addition, as required by regulations implementing Executive Order 12549, "Debarment and Suspension," the applicant certifies, by submission of this application, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency. It further agrees that it will include this clause without modification in all lower tier covered transactions (excluding contracts under $25,000), solicitations, and proposals. Where the applicant or any lower tier participant is unable to certify to this statement, it shall include an explanation as part of the application package.

Further, as required by the Drug-Free Workplace Act of 1988 (41 U.S.C. 701 et seq.; also implemented through the Debarment and Suspension regulations), the applicant certifies that it will provide a drug-free workplace by:

(a) publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
(b) establishing a drug-free awareness program to inform employees about—
  (1) the dangers of drug abuse in the workplace;
  (2) the grantee's policy of maintaining a drug-free workplace;
  (3) any available drug counseling, rehabilitation, and employee assistance programs; and
  (4) the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
(c) making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
(d) notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
  (1) abide by the terms of the statement; and
  (2) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction;
(e) notifying the agency within ten days after receiving notice under subparagraph (d)(2), from an employee or otherwise receiving acutal notice of such conviction;
(f) taking one of the following actions, within 30 days of receiving notice under subparagraph (d)(2), with respect to any employee or otherwise receiving actual notice of such conviction;
  (1) taking appropriate personnel action against such an employee, up to and including termination; or
  (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
(g) making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

This assurance is given in connection with any and all financial assistance from the Endowment after the date this application is signed. This includes payments after such date for financial assistance approved before such date. The Applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and the United States shall have the right to seek judicial enforcement of this assurance. This assurance is binding on the Applicant, its successors, transferees, and assignees, and on the authorized official whose signature appears on the application.

Methods of Funding for Organizations

Two types of grant funds are available to organizations applying under these guidelines: Program Funds and Treasury Funds. They are both explained below.

Program Funds

Program Fund grants to organizations usually must be matched at least one-to-one by nonfederal funds. Applicants must show (in Section XI of the Organization Grant Application Form) that at least half the cost of the project will be met by the applicant. Anticipated sources of matching funds must be identified. Budgeted funds, as well as newly raised funds, generally may be used to match the Endowment grant.

Treasury Funds

Treasury Fund grants, designed to help applicants increase or sustain nonfederal contributions, generally must be matched with at least three nonfederal dollars for each Federal dollar. They are not available for projects or in amounts different from those specified in the regular guidelines.

Organizations applying for a Treasury Fund grant should so indicate in Section VIII of the Organization Grant Application Form. The process of applying for and receiving Treasury Fund grants is similar to that for Program Fund grants. The amount requested from the Endowment, however, may not exceed 25% of the total project cost.

The release of Federal funds is contingent upon the following: an applicant's securing and documenting for the Endowment, pledges and/or private donations at least equal to the amount of Federal funds; and the approval by the Endowment of this documentation. This is referred to as the first match. The remaining minimum project cost (at least double the Federal monies) must be met with additional matching funds secured by the grantee organization.

For example:

Endowment grant	$20,000
First match by applicant	$20,000
Additional matching by applicant	$40,000
Minimum project cost	$80,000

Organizations interested in applying for a Treasury Fund grant are urged to contact the Program before applying.

Reporting Burden

Public reporting burden for this collection of information is estimated to average 21 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to: Program Coordination Office, Room 516, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506; and to the Office of Management and Budget, Paperwork Reduction Project (3135-0048), Washington, D.C. 20503.

Please send the materials outlined below under one cover to:

Information Management Division/EXA, 8th floor
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

All materials must be typed; copies must be clearly readable. All information should be on 8½" x 11" pages. The Endowment will not accept any application materials by electronic transmission (e.g., FAX).

APPLICANTS ARE RESPONSIBLE FOR PROVIDING ALL MATERIAL LISTED ON THESE TWO PAGES. FAILURE TO DO SO MAY RESULT IN REJECTION.

1. **Three copies** of Organization Grant Application Form NEA–3 (Rev.). One copy must be the typed, signed original. Instructions on completing this form start on page 26. One blank form follows those instructions.

2. **Three copies** of the completed Supplementary Information Sheet on pages 33–34.

3. One copy of the Internal Revenue Service determination letter for tax-exempt status or a copy of the official document identifying the applicant as a unit of state or local government.

4. The Site Visit Card which appears on the back cover of these guidelines.

5. The Application Acknowledgment Card which appears on the back cover of these guidelines. Be sure to self-address this card and indicate the category under which you are applying before enclosing it with your application package.

In addition to items 1–5 outlined above, please assemble **two separate sets** of the materials described in items 6–8 below.

6. Brief (no more than one page for each person) biographies of key administrative and artistic staff members.

7. Brief (no more than two pages) history of your organization.

8. Program documentation giving evidence of the organization's activities for the previous year is required of all applicants. Please submit all of the following that are relevant to your application: curriculum and schedules of workshops, classes, performances, or exhibitions; newspaper reviews or articles; programs of performances; catalogues or invitations to exhibitions; slides or photographs (including at least one reproduction quality photograph). All of the above-cited material should refer to 1988–89 and must be dated. Out-of-date documentation is not acceptable.

   IN ADDITION, EACH APPLICANT MUST PROVIDE ANY OF THE FOLLOWING MATERIAL WHICH RELATES TO THE PROJECT REQUEST:

   Requests for classes and workshops: Provide a one-page description of admission screening procedures, a list of artistic faculty for all class levels, the curriculum offered, and a list of students enrolled. In addition, the Program would appreciate receiving a list of former students now employed professionally. Important: Applicants requesting support for training must show clear evidence of (1) advanced course offerings, (2) quality of teachers, and (3) placement of culturally diverse, inner city, rural, or tribal graduates.

(Continued on next page)

Requests for staff positions: Provide an outline (no more than two pages) of long-range goals and indicate how support for the position will assist in achieving goals; explain how request will improve the organization's administrative operations; describe plans for recruitment of personnel for requested position; and indicate source of funds to support balance of salary.

Requests for support of marketing, promotion, or documentation: Describe past experience, if any, in the area for which support is requested; provide a list of goals for the proposed project; and describe criteria for selecting personnel to carry out the proposed project. NOTE: Do not omit program documentation requested in the first paragraph of Item 8.

Requests for support of residencies: Provide evidence of an ongoing program for a full year or season; include resume of artist(s) to be contracted. Describe how the residency will contribute to the ongoing program.

Requests for exhibitions; visual arts, media arts, and multidisciplinary training projects; film/video series; and multidisciplinary projects with visual arts components: Refer to "Special Requirements" on pages 11–12. In addition, Performing Arts applicants and Multidisciplinary applicants with performing arts components are encouraged to submit videotapes indicative of their work if available.

Requests from service organizations: Provide a profile of artists and organizations served and a breakdown showing their geographic distribution.

Double check your application package against the checklist on the Application Acknowledgment Card to make sure that you have included everything necessary. Be sure to keep duplicates of everything you send.

Applicants under the Expansion Arts Organizations category should also check "Special Requirements" on pages 11-12 for any additional materials that may be required.

If new information which might affect your application becomes available after submission of the application package, please mail the new material with an explanatory note directly to the Expansion Arts Program.

Reminder: In order to be eligible for funding, former grantees must have submitted acceptable Final Report packages for all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 (i.e., any grant letters dated on or after October 1, 1983). Final Reports must not be included in the application package. Any reports not yet submitted must be mailed immediately to:

Grants Office/Final Reports Section, Room 204
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

In addition, the many Expansion Arts grantees whose grants end September 30, 1989 or later, must be sure to submit those reports on time.

Instructions for Completing Organization Grant Application Form NEA–3 (Rev.)

These instructions are keyed to the numbered sections of the application form on pages 29–32.

I. **Applicant organization.** The name as provided here must be identical to that in the IRS determination letter for tax-exempt status or in the official document identifying the applicant as a unit of state or local government.

If a qualified organization without tax-exempt status applies through a sponsor, the name of the sponsor should appear first, followed by a slash and the word "for," Example: Friends of the Arts/for City Dance Company. Please call the Expansion Arts Program if you have questions.

II. **Category under which support is requested.** Please check the appropriate category on the application form.

If you are applying under the Expansion Arts Organizations category, you should also indicate those items which best describe your project(s). Check only one major heading (for example, "Performing Arts") and circle only one subheading (for example, "Dance") where subheadings are provided. Refer to the "Expansion Arts Organizations" category on page 9 for definitions.

III. **Period of support requested** is the span of time necessary to plan, execute, and close out the proposed project. Generally, the Endowment limits its financial participation in any project to 12 months or less. Projects may not begin before October 1, 1990.

IV. **Employer I.D. Number.** Employer Identification Number (EIN) as assigned by the Internal Revenue Service. Do not use a Social Security Number.

V. **Summary of project description.** In the space provided, outline clearly and concisely how you plan to use the requested funds. Be as specific as possible. Describe for example, artists to be involved; performances or exhibitions; workshops; classes; people served. Artists or arts organizations mentioned here should be contacted prior to the submission of the application.

Applicants under the "Services to the Field" category should outline clearly the project(s) for which funds are requested, including kinds and geographic scope of technical assistance or services to be provided, workshop schedules, number of participants, and frequency and distribution of publications.

All applicants should refer to item 8 in the "How to Apply" section on pages 24–25 for details on additional required materials. Applicants under the Expansion Arts Organizations category should also refer to "Special Requirements" on pages 11–12.

VI. **Estimated number of persons expected to benefit from this project** is the total audience members, participants, students, or others (excluding employees and performers) who are anticipated to benefit directly.

VII. **Summary of estimated costs** is a recapitulation of direct costs and indirect costs as shown on the second and third pages of the application form. See instruction X for further explanation. These costs should represent the project budget, not the organization's total fiscal activity.

VIII. **Total amount requested from the National Endowment for the Arts.** The amount requested should be rounded to the nearest $10. As these are matching grants, the amount shown here should not be more than 50% of the Total Project Costs in Section VII, or, generally, not more than 20% of the organization's total fiscal activity in Section IX.

If applying for a Treasury Fund grant, the amount shown here should not be more than 25% of the Total Project Costs. Treasury Fund applicants should read carefully the information on page 23.

This amount requested from the Endowment should, when added to the total cited in Section XI ("Total Contributions, Grants and Revenues"), equal the total project costs.

(Continued on next page)

IX. Organization total fiscal activity. The accuracy of this section of the application is extremely important. The figures should reflect the fiscal activity of the organization carrying out the project (not the sponsor organization of an applicant that does not have tax-exempt status).

Generally, the figures of 1988–89 should correspond to the budget information requested in detail on the Supplementary Information Sheet. Figures for 1989–90 should be a realistic estimate. Expansion Arts grant awards generally will be no more than 20% of the 1988–89 total fiscal activity.

A. **Expenses** should reflect total expenses for the years indicated, including Arts Endowment projects funded and anticipated.

B. **Revenues, grants & contributions** should reflect total income for the years indicated, including Endowment grants received and anticipated.

X. Budget breakdown of summary of estimated project costs.

A. **Direct costs** are those which can be specifically identified with the project.

1. **Salaries and wages** must be estimated at rates no less than prevailing minimum compensation as set out in the Code of Federal Regulations. See page 21. Fringe benefits may be included here only if not included as direct costs.

   Please indicate with an asterisk (*) those staff positions held by practicing artists. (Artists paid on a fee basis should be listed under X.5 on the following page.)

2. **Supplies and materials** include consumable supplies, raw materials for the fabrication of project items, and items costing less than $5,000 per unit or with an estimated useful life of one year or less.

3. **Travel** must be estimated according to the applicant's established travel practice, providing that the travel cost is reasonable and all travelers use transportation costing no more than air coach accommodations. Foreign travel is generally not assisted by the Expansion Arts Program. Any such request must be accompanied by a specific justification.

4. **Permanent equipment** includes purchased equipment costing $5,000 or more per unit with an estimated useful life of more than one year. Written justification should include a brief description of the items. The Endowment has a general policy against support of capital improvements and major construction.

5. **Fees for services and other expenses** include consultant and artist fees, honoraria, contractual services, rental of space or equipment, telephone, photocopying, postage, and transportation of items other than personnel. With consultant and artist fees, honoraria, or contracts for personal or professional services, please specify number of persons and applicable fee, rate, or amount of each. List fees separately for each group or individual artist involved in the project. Do not include entertainment, fines and penalties, bad debt costs, contingencies, or costs incurred before the beginning of the official grant period.

B. **Indirect costs** are those costs incurred for common or joint objectives and not readily assignable to specific activities. They may be computed by the application of an indirect cost rate established as a result of negotiation with the National Endowment for the Arts Audit Office, Room 207, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506, or another Federal agency.

(Continued on next page)

XI. **Contributions, grants, and revenues.** The Arts Endowment generally requires each applicant to obtain at least half the total cost of each project from non-Federal sources. Specify all sources of matching funds.

The total of contributions, grants, and revenues listed in this section, plus the amount requested from the Endowment, should equal the total project costs shown in Section VII.

A. Contributions:

1. **Cash** donations anticipated for this project, and

2. **In-kind contributions** at the fair-market value of essential items that are wholly or partially consumed on the project. In-kind contributions must also be reflected in the total project costs.

B. Grants include all or a pro rata share of anticipated grants either wholly or partially restricted for use on this project. (Do not include the grant requested by this application.) A grant is generally characterized by written authority to spend up to a specified amount of money for a specified purpose.

C. Revenues include all other funds, regardless of source, expected to be used on this project.

XII. **Final Reports** on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 must have been submitted to the Grants Office/Final Reports Section to maintain eligibility. Do not include with your application package.

XIII. **Delinquent Debt.** Applicant certifies that it is not delinquent on any Federal debt or, if it is, provides explanatory information. Examples of relevant debt include delinquent taxes, audit disallowances,* benefit overpayments.

*Recipients of a "Notice of Grants Cost Disallowance" letter who have not repaid the disallowed amount or who have not resolved the disallowance are considered to be delinquent.

XIV. **Certification** must bear an original signature by an official of the applicant organization with legal authority to obligate the organization (Authorizing Official). See also "Assurance of Compliance" on pages 21–22.

OMB No. 3135–0048 Expires 5/31/92

Expansion Arts — Organization Grant Application Form NEA–3 (Rev.)

Submit the original and three copies of this form together with other required materials to: Information Management Division/EXA, 8th floor, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506

I. Applicant Organization (name, address, zip)

II. Category under which support is requested:

☐ EXPANSION ARTS ORGANIZATIONS

____Performing Arts (Circle one item below)
Dance Theater Music

____Visual, Media, or Design Arts (Circle one item below)
Visual Arts Media Design Combination

____Literary Arts

____Multidisciplinary

☐ SERVICES TO THE FIELD

☐ COMMUNITY FOUNDATION INITIATIVE

☐ SPECIAL PROJECTS

____Rural Arts Initiative

III. Period of support requested:

Starting ____/____/____
month day year

Ending ____/____/____
month day year

IV. Employer I.D. Number: _____ _____

V. Summary of project description for which support is requested. (Use only space provided.)

VI. Estimated number of persons expected to benefit from this project

VII. Summary of estimated costs (recapitulation of budget items in Section X)

Total costs of activity (rounded to nearest ten dollars)

A. Direct costs
- Salaries and wages _____ $ _____
- Fringe benefits _____
- Supplies and materials _____
- Travel _____
- Permanent equipment _____
- Fees and other _____

Total direct costs $ _____

B. Indirect costs _____ $ _____

Total project costs $ _____

VIII. Total amount requested from the National Endowment for the Arts ..... $ _____

BUDGET CHECK: The Amount requested: $ _____
PLUS Total contributions, grants, and revenues (XI., page 3): + _____
MUST EQUAL Total project costs (VII. above): = _____

IX. Organization total fiscal activity

	1988–89 Actual	1989–90 Estimate
A. Expenses	1. $ _____	2. $ _____
B. Revenues, grants, & contributions	1. $ _____	2. $ _____

Type names requested below

Authorizing Official:

Project Director:

X. Budget breakdown of summary of estimated costs

2

A. Direct costs

1. Salaries and wages

Title and/or type of personnel	Number of personnel	Annual or average salary range	% of time devoted to this project	Amount $

Total salaries and wages $ _____

Add fringe benefits $ _____

Total salaries and wages including fringe benefits $ _____

2. Supplies and materials (list each major type separately)

	Amount $

Total supplies and materials $ _____

3. Travel

Transportation of personnel

No. of travelers	from	to	Amount $

Total transportation of personnel $ _____

Subsistence

No. of travelers	No. of days	Daily rate	$

Total subsistence $ _____

Total travel $ _____

X. Budget breakdown of summary of estimated costs (continued)

3

4. Permanent equipment

	Amount $
Total permanent equipment	$

5. Fees for services and other expenses (list each item separately)

	Amount $
Total fees and other	$

B. Indirect costs

Rate established by attached rate negotiation agreement with National Endowment for the Arts or another Federal agency

Rate _____% Base $ _____

Amount

$ _____

XI. Contributions, grants, and revenues (for this project)

A. Contributions

Amount

1. Cash

$ _____

2. In-kind contributions (list each major item)

Total contributions (1 + 2)	$

B. Grants (do not list anticipated grant from the Arts Endowment)

Total grants	$

C. Revenues

Total revenues	$
Total contributions, grants, and revenues for this project	$

XII. Final Reports

Have you submitted required Final Report packages on all completed grants from any Arts Endowment Program since (and including) Fiscal Year 1984 ?

_____Yes _____ No. If no, please mail immediately, under separate cover, to Grants Office/Final Reports Section to maintain eligiblity. Do not include with your application package.

XIII. Delinquent Debt

Are you delinquent on repayment of any Federal debt? _____Yes _____ No.
If yes, provide explanatory information on separate sheet.

XIV. Certification

The Authorizing Official(s) certify that the information contained in this application, including all attachments and supporting materials, is true and correct to the best of our knowledge. The Authorizing Offical(s) also certify that the applicant will comply with the Federal requirements specified under "Assurance of Compliance" on pages 21-22.

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

Project director

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

*Payee (to whom grant payments will be sent if other than authorizing official)

Signature X _____ Date signed _____
Name (print or type) _____
Title (print or type) _____
Telephone (area code) _____

* If payment is to be made to anyone other than the grantee, it is understood that the grantee is financially, administratively, and programmatically responsible for all aspects of the grant and that all reports must be submitted through the grantee.

BEFORE SEALING YOUR APPLICATION PACKAGE, BE SURE TO INCLUDE IN THE FOLLOWING ORDER:

- ☐ Application Acknowledgment Card
- ☐ Application form
- ☐ Supplementary Information Sheet
- ☐ IRS Letter
- ☐ Site Visit Card

Two separate sets of:

- ☐ Biographies of key staff
- ☐ History of organization
- ☐ Program documentation

Check on pages 24–25 in the "How to Apply" Section for a list of all materials required for your project request. Applicants under Expansion Arts Organizations should also refer to "Special Requirements" on pages 11–12. Your application is incomplete without these materials and may be rejected.

Privacy Act

The Privacy Act of 1974 requires us to furnish you with the following information:

The Endowment is authorized to solicit the requested information by Section 5 of the National Foundation on the Arts and the Humanities Act of 1965, as amended. The information is used for grant processing, statistical research, analysis of trends, and for congressional oversight hearings. Failure to provide the requested information could result in rejection of your application.

OMB No. 3135-0048 Expires 5/31/92

Expansion Arts Supplementary Information Sheet

Please complete both sides of this form. Return three clear copies with your application package. Provide all information in the space provided.

Name of applicant: _____

Address: _____ Contact person: _____

_____ Phone: _____

_____

1. Describe your organization in terms of: a) fundamental purpose; b) composition of board and staff; c) artists and art forms; d) audiences and/or recipients of services; and e) the culturally diverse, inner city, rural or tribal community served. Use only space provided.

(See reverse)

Expansion Arts Supplementary Information Sheet (Continued)

2. Total budget for this project: $ _____ Amount requested from Expansion Arts: $ _____

3. Year organization was founded: _____

4. Do you own your facility? _____Yes _____ No. If yes, please describe (e.g., offices, performance/exhibition space):

5. Do you offer training programs? _____Yes _____ No.

6. Please provide the following information on the organization's total fiscal activity for the most recently completed fiscal year. NOTE: If your organization has an audit which provides the information requested below, that is relevant to your organization, for your most recently completed fiscal period, you may submit a copy of the audit instead of responding to this item.

DATES OF FISCAL YEAR: from _____ to _____

EXPENSES		**INCOME**	
Salaries/fees		**Earned Income**	
Artistic personnel	_____	Box office	_____
Technical staff	_____	Contracts	_____
Administrative	_____	Sales	_____
Subtotal, Salaries/fees	_____	Other (describe)	
		_____	_____
Program expenses		_____	_____
Productions	_____	**Subtotal, Earned income**	_____
Exhibitions	_____		
Classes/workshops	_____		
Services	_____	**Contributed income**	
Other _____	_____	Expansion Arts grant	_____
Subtotal, Program expenses	_____	Other Arts Endowment grants (list)	
Marketing expenses	_____	_____	_____
		_____	_____
Fundraising expenses	_____	Other Federal funds (list)	
		_____	_____
Facilities expenses		_____	_____
Check: rent ☐ mortage ☐		State government	
in-kind ☐ other ☐ _____		sources	_____
_____	_____	Local government	
		sources	_____
Other expenses (list)			
_____		Individuals	_____
_____		Corporations (total)	
_____		(attach list)	_____
_____	_____	Foundations (total)	
		(attach list)	_____
		In-kind (total)	
		(attach list)	_____
		Subtotal, Contributed income	_____
TOTAL EXPENSES	_____	**TOTAL INCOME**	_____

SURPLUS OR (DEFICIT)

Fund balance beginning of year	_____
Fund balance end of year	_____
Net current assets (liabilities) end of year	_____

SITE VISIT CARD

SEPARATE THIS CARD FROM THE ONE BELOW AND INCLUDE THIS CARD AS PART OF YOUR APPLICATION PACKAGE.

Postage and Fees Paid
National Endowment for the Arts
NEA–635

U.S. MAIL ®

Expansion Arts Program, Room 711
National Endowment for the Arts
Nancy Hanks Center
1100 Pennsylvania Avenue, N.W.
Washington, D.C. 20506

Official Business

Expansion Arts Program FY 1990/91 **Site Visit Card**

The Expansion Arts Program tries to schedule site visits to as many applicant organizations as possible. To assist us in this process, please list the dates of five performances, exhibits, workshops, or other events relevant to your application that will take place from November 1, 1989 to June 30, 1990. If specific dates are not known at the time of application, please indicate at least three tentative dates. Include this card in your application package.

Name of Organization: _____

City and State: _____

Contact: _____ Phone: _____

Date	Activity
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Expansion Arts Program FY 1990/91 **Application Acknowledgment Card**

Please self-address the reverse side of this card and include it in your application package. This card will be returned to you to acknowledge receipt of your application at the Endowment. In all future inquiries, refer to your application number which is:

_____ _____

Application Number—Endowment Use Only Date

Please check below the category under which you are applying:

- ☐ Expansion Arts Organizations
- ☐ Services to the Field
- ☐ Community Foundation Initiative
- ☐ Special Projects
  - ☐ Rural Arts Initiative

DO NOT WRITE IN THE SPACE BELOW: FOR ENDOWMENT USE ONLY

The items marked below have not been received. Incomplete applications may be rejected. Please submit the missing material by _____ in order to complete your application. Submit all materials to: Expansion Arts Program, Room 711, National Endowment for the Arts, Nancy Hanks Center, 1100 Pennsylvania Avenue, N.W., Washington, D.C. 20506.

Expansion Arts Organizations and Services to the Field

- ☐ Application form
- ☐ Supplementary Information Sheet
- ☐ IRS letter
- ☐ Site Visit Card
- ☐ Biographies of key staff
- ☐ History of organization
- ☐ Program documentation—see #8, pages 24–25
- ☐ For Expansion Arts Organizations applicants, additional materials listed under "Special Requirements" on pages 11–12

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National Endowment for the Arts
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